

HUMAN RESOURCES

BUDGET UNIT: RISK MANAGEMENT (IBP RMG)

I. GENERAL PROGRAM STATEMENT

Risk Management, under the direction of the Human Resources Department, administers the County's self-insured workers' compensation, public liability, property conservation, safety and risk reduction programs and its insured programs. All programs are paid from selfinsurance funds and financed by charging general fund and non-general fund departments, as well as Board-Governed Special Districts and County Service Areas. Each are billed for their specific coverage for the cost to pay losses under the selfinsured programs and the cost of insurance for the insured programs. This budget unit consists of staffing and related operating expenses.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Estimated 2001-02	Budget 2002-03
Total Operating Expense	3,740,659	3,809,779	3,783,211	4,259,651
Total Revenue	3,727,357	3,809,779	3,868,000	4,259,651
Revenue Over (Under) Expense	(13,302)	-	84,789	-
Fixed Asset	32,753	34,380	26,834	8,429
Budgeted Staffing		58.0		65.0
<u>Workload Indicators</u>				
FISCAL SECTION				
Database Transactions	47,562	41,449	57,410	54,896
LIABILITY SECTION				
Auto Accidents	456	456	608	608
Open Claims	1,315	1,237	1,430	1,389
New Claims	1,425	1,361	1,537	1,727
Cases Per Adjuster	188	177	204	198
WORKERS COMP SECTION				
Open Claims	2,428	2,298	2,446	2,422
New Claims	1,764	1,403	1,719	1,753
Cases Per Adjuster	187	177	188	186
SAFETY SECTION				
Employees Trained	2,000	4,500	4,500	5,000
Emergency Responses	70	85	90	85

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

In addition to mid-year adjustments, budgeted staffing reflects the addition of 1.0 position Clerk II as required to provide roaming clerical assistance to the various sections previously provided by public service employees and temporary employment services. Other changes include the addition of 3.0 positions Fiscal Clerks I and 1.0 position Claims Adjuster due to the transfer of Arrowhead Health Administrators (AHA) operations that will be proposed to the Board.

PROGRAM CHANGES

None

OTHER CHANGES

HUMAN RESOURCES

Increase in revenues is due to increased costs in program administration. Revenues are received from the various self-insurance Sub Funds, which are financed through Board approved premiums paid by departments and board-governed special districts and county service areas.

IV. POLICY ITEMS

None

V. FEE CHANGES

None

GROUP: Administrative/Executive
DEPARTMENT: Risk Management
FUND: Internal Services IBP RMG

FUNCTION: General
ACTIVITY: Insurance Programs

HUMAN RESOURCES

ANALYSIS OF 2002-03 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget	F Recommended Program Funded Adjustments	E+F G 2002-03 Proposed Budget	H Policy Items
	2001-02 Year-End Estimates	2001-02 Final Budget	Base Year Adjustments	Mid-Year Adjustments				
<u>Appropriations</u>								
Salaries and Benefits	2,936,859	3,122,208	119,182	128,948	3,370,338	268,458	3,638,796	
Services and Supplies	1,003,343	843,738	48,799	-	892,537	27,658	920,195	
Central Computer	17,193	17,193	22,641	-	39,834	-	39,834	
Other Charges	158	1,625	-	-	1,625	(50)	1,575	
Transfers	<u>106,800</u>	<u>106,800</u>	<u>-</u>	<u>-</u>	<u>106,800</u>	<u>11,700</u>	<u>118,500</u>	
Total Exp Authority	4,064,353	4,091,564	190,622	128,948	4,411,134	307,766	4,718,900	
Less:								
Reimbursements	<u>(307,976)</u>	<u>(307,976)</u>	<u>-</u>	<u>(128,948)</u>	<u>(436,924)</u>	<u>(22,325)</u>	<u>(459,249)</u>	
Total Appropriation	3,756,377	3,783,588	190,622	-	3,974,210	285,441	4,259,651	
Depreciation	<u>26,834</u>	<u>26,191</u>	<u>-</u>	<u>-</u>	<u>26,191</u>	<u>(26,191)</u>	<u>-</u>	
Total Oper Exp	3,783,211	3,809,779	190,622	-	4,000,401	259,250	4,259,651	
<u>Revenue</u>								
Other Revenue	<u>3,868,000</u>	<u>3,809,779</u>	<u>190,622</u>	<u>-</u>	<u>4,000,401</u>	<u>259,250</u>	<u>4,259,651</u>	
Total Revenue	3,868,000	3,809,779	190,622	-	4,000,401	259,250	4,259,651	
Total Rev Over (Under) Exp	84,789	-	-	-	-	-	-	
<u>Fixed Asset Exp</u>								
Equipment	26,834	34,380			34,380	(25,951)	8,429	
Budgeted Staffing		58.0		2.00	60.0	5.00	65.0	

6-5-17

Base Year Adjustments

Salaries and Benefits	119,182	MOU, Retirement increases.
Services and Supplies	48,799	Inflation, Risk Mgmt Liabilities, and EHAP.
Central Computer	<u>22,641</u>	
Total Base Year Operating Expenses	<u>190,622</u>	
Total Base Year Revenue	<u>190,622</u>	

Mid-Year Adjustments

Salaries and Benefits	128,948	Transfer of 2.0 Safety Specialist positions. 09/18/01 Item 073, 1.0 Safety Specialist for HSS 09/18/01 Item 074, 1.0 Safety Specialist for Sheriff's
Total Mid-Year Operating Expenses	<u>128,948</u>	
Total Mid-Year Revenue	<u>128,948</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	268,458	Various Step increases, addition of 1.0 Clerk II, 3.0 Fiscal Clerk I (AHA), and 1.0 Claims Adjuster (AHA).
Services and Supplies	27,658	Additional expense due to AHA transfer.
Other Charges	(50)	Decrease in interest charges for 2nd year of Server Lease
Transfers	<u>11,700</u>	Support to HR Administration
Total Expenditure Authority	<u>307,766</u>	
Reimbursements	<u>(22,325)</u>	MOU, COLA, etc. increases for several Safety Specialist positions funded by ISF funds
Total Appropriation	<u>285,441</u>	
Depreciation	<u>(26,191)</u>	
Total Operating Expenses	<u>259,250</u>	
Other Revenue	<u>259,250</u>	
Total Revenue	259,250	
Lease	49	
Lease Pur-Vehicles	<u>(26,000)</u>	
Total Equipment	<u>(25,951)</u>	

Staffing Changes

Classification	Authorized Position Changes	Budgeted FTE Changes	Program/Reason	Request Type	Temporary/ Ongoing
Claims Adjuster	1	1.00	Transfer of Arrowhead Health Administrators Operations	Workload	Ongoing
Clerk II	1	1.00	To provide roaming assistance to Division	Workload	Ongoing
Safety Specialist	1	1.00	1.0 FTE for HSS	Midyear	Ongoing
Safety Specialist	1	1.00	1.0 FTE for Sheriff's	Midyear	Ongoing
Fiscal Clerk I	3	3.00	Transfer of Arrowhead Health Administrators Operations	Workload	Ongoing
Total:	7	7.00			